

**DEPARTMENT OF THE ARMY
U.S. ARMY TRANSPORTATION CENTER
Fort Eustis, Virginia 23604-5000**

**ATZF-CP
POLICY BRIEF
Number 690-7**

15 July 1997

**Civilian Personnel
PART-TIME EMPLOYMENT**

STATEMENT OF POLICY:

1. An effective personnel management program includes and encourages the use of part-time career employment. Part-time employment can benefit an employer by providing added flexibility to meet work requirements, and benefit the work force by providing an alternative for those who require or prefer fewer hours. Part-time employment may make it possible to retain a high performing employee who can no longer work full-time; provide coverage during peak work hours; and reduce employment costs. "Job sharing" (a form of part-time employment) enables management to staff a full-time authorization and provide part-time opportunities at the same time.

2. Goals:

a. Management officials should consider the employees' interests in a change in work schedule. Completion date: On-going.

b. Management officials should consider part-time employment when staffing vacant positions. Completion date: On-going.

c. Supervisors are provided information and guidance about part-time employment by the Civilian Personnel Advisory Center (CPAC). Completion date: On-going.

d. Publicity on part-time employment is the responsibility of the CPAC. Completion date: Semi-annually.

3. It is important that managers and supervisors be aware of the part-time employment option and take advantage of its features.

4. This policy brief supersedes Policy Brief 690-7, 26 June 1997.

REFERENCE: AR 690-300, Chapter 340.

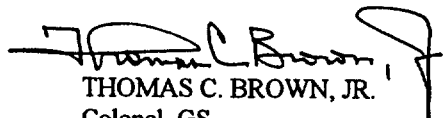
ACTION: Dirs & Chiefs of Staff Offices
Maj Subordinate CDRs
CDRs, Tenant Actvs

INFO: CG Policy File
TCFE Files

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2 - DOIM Editorial

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